

# **JOB DESCRIPTION TOWN OF EASTON**

## **ASSISTANT SENIOR CENTER DIRECTOR**

### **GENERAL STATEMENT OF DUTIES:**

1. This is independent work of a responsible and professional nature. Work with the Director, Town Departments, as well as public and private organizations for special projects or concerns.
2. Have a basic understanding of the needs and problems of the elderly. Be able to brainstorm with families to come up with plans and activities to motivate, stimulate and encourage their spouse or parent who may be failing.
3. Knowledge of basic first aid and CPR and AED skills, as well as emergency protocol.
4. Ability to perform light physical activities such as lifting, pushing and pulling of chairs and tag sale items.
5. Serve as the Senior Center Representative to the Health and Safety Town Committee.
6. Have a strong ability to organize projects, accomplish tasks and meet deadlines.
7. Serve as ex-officio to the Senior Center Advisory Board.
8. Co-ordinate emergency preparedness along with the police, and the Town in the operation of the Center as a warming and safety center during natural disasters. (This includes the selection of and coordinating of street captains and handling related incidents).
9. Administrate Senior Center functions in accordance with established policies and procedures.
10. Raise the necessary contributions/donations to fund the newsletter and mailing costs, programs and activities.
11. Collect and record fees from classes, trips and donations for the Center; write purchase orders, pay class instructors.
12. Chaperone day trips for the Senior Center as social, educational and cultural field trips. Have the ability to assist disabled adults with wheelchairs and other medical equipment.
13. Research and schedule unique programs, speakers, and activities, research and preview films of interest for weekly presentations.
14. Plan innovative ideas to raise funds and approach organizations, corporations and businesses for their support.
15. Supervises quarterly tag sales, and other fund raisers for the purpose of continuing the operation of programs and activities.
16. Organize and record loan closet medical equipment and media library.
17. Permission to sign & submit purchase orders, revenue sheets and other documentation under the direction of the Senior Center Director as necessary to meet deadlines.
18. Perform related work as required.

### **SUPERVISION RECEIVED:**

Work under the general direction of the Senior Center Director.

### **SUPERVISION EXERCISED:**

1. Assist the Director and in Director's absence, makes decisions to make sure that the Center members with an average of 100-200 participants per day run smoothly and securely.
2. Be available to these participants, to assess, make proper referrals as their needs dictate.
3. Make decisions in emergency situations.
4. In the Directors absence, supervise the scheduling, duties; enforce directives for the Custodian, and for the Full and Part Time Senior Bus Drivers.
5. Provide information, direction, scheduling and support for teachers and their classes.
6. Train and supervise volunteers; motivate and delegate duties.
7. In the Director's absence assess all major decisions and implement referrals appropriately to either the Director or the Advisory Board Chairman, or the First Selectman.

### **ILLUSTRATIVE DUTIES:**

- Proficient in computer skills, including Publisher, Windows 10, Microsoft Word, and Excel.
- Demonstrate excellent written and oral communication skills.
- Design the layout and printing of the monthly newsletter and coordinate the mailing of same monthly newsletter.
- Maintain media contacts for submitting Easton Senior Center information and photographs.
- Update newsletters and information to the Easton Senior Center Website.
- Prepare all flyers and brochures.
- Keep all town mailing lists up to date.
- Assist the Director in the research and application of state Grants and Funding.

### **MINIMUM QUALIFICATIONS:**

A four-year college degree is required in a related field, computer literate, and minimum of 4 years similar experience.